



JENNIFER M. GRANHOLM, *Governor*

**MICHIGAN COMMUNITY SERVICE COMMISSION**

Chairperson  
Daniel G. Mulhern

Executive Director  
Kyle Caldwell

1048 Pierpont, Suite 4  
Lansing, Michigan 48913  
Phone: (517) 335-4295  
Fax: (517) 373-4977  
[www.michigan.gov/mcsc](http://www.michigan.gov/mcsc)

January 30, 2004

Dear Michigan Tribes, Communities, Emergency Managers/Coordinators and First Responders:

I am pleased to announce the availability of federal funding for Citizen Corps and its four affiliate programs; Community Emergency Response Training (CERT), Volunteers in Police Service (VIPS), Neighborhood Watch (USAonWatch) and Medical Reserve Corps, (MRC). The Michigan Citizen Corps is offering up to \$787,200 for Communities to implement Citizen Corps and the four affiliate programs in their respective communities. Funds are available for grants ranging from \$10,000 - \$50,000 each to support Citizen Corps Councils and the four programs.

The specific application guidelines and application are attached. If your community plans to apply for grant funds you must fill out and email or fax the attached intent form to the Michigan Community Service Commission (MCSC) no later than Thursday, February 26, 2004. Grant applications are due Thursday March 25, 2004.

Questions regarding the grant program should be addressed to Gary Zulinski (517) 241-3867 or via email at [Zulinskig@michigan.gov](mailto:Zulinskig@michigan.gov).

Sincerely,

Gary Zulinski  
Program Coordinator  
Michigan Citizen Corps



**MICHIGAN CITIZEN CORPS,  
CERT, VIPS, USAonWATCH  
AND MRC  
2004 FUNDING  
INTENT TO APPLY FORM**

**Applicant Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

---

*You may fax or mail this form to:*

Gary Zulinski  
Michigan Community Service Commission  
1048 Pierpont, Suite 4  
Lansing, Michigan. 48913  
Fax: (517) 241-3869  
Phone: (517) 241-3867

**This form must be received no later than 5:00 p.m. Thursday, February 26, 2004.**

Office of Domestic Preparedness (ODP)  
Citizen Corps and Affiliate Programs  
2004 Funding Announcement

## PROGRAM OVERVIEW

The 2004 Citizen Corps funds will be used to support Citizen Corps Councils with planning, outreach, and management of Citizen Corps programs and activities. The 2004 Citizen Corps funds provide the resources necessary for local communities to:

- 1) Bring together the appropriate leadership to form and sustain a Citizen Corps Council.
- 2) Develop and implement a plan for the community to engage all citizens in homeland security, community preparedness, and family safety.
- 3) Conduct public education and outreach in order to inform the public about their role in crime prevention, mitigation, emergency preparedness for all hazards, public health measures, including bio-terrorism, and to encourage personal responsibility and action.
- 4) Develop and implement Citizen Corps programs offering training and volunteer opportunities to support first responders, disaster relief groups, and community safety efforts, to include the four charter federal programs: Community Emergency Response Teams (**CERT**), Neighborhood Watch, Volunteers in Police Service (**VIPS**), and Medical Reserve Corps (**MRC**).
- 5) Coordinate Citizen Corps activities with other Department of Homeland Security funded programs and initiatives.

Citizen Corps program guidance, supporting materials, and resources (to include links to preparedness/educational materials and information on all Citizen Corps programs) are available at [www.citizencorps.gov](http://www.citizencorps.gov).

## AVAILABLE FUNDS

In 2004 Michigan has received \$787,200 from the Office of Domestic Preparedness (ODP) to continue establishing and enhancing Citizen Corps Councils and Citizen Corps programs across the state. These funds will be granted to communities on a competitive basis to initiate or enhance Citizen Corps Councils and the four Citizen Corps programs. Communities who have not previously received Citizen Corps funding will be given first priority. The Michigan Community Service Commission is the designated administrator for these funds.

## **GRANT SIZE**

Grants will range in size from \$10,000.00 to \$50,000.00. Length of the Grant is two calendar years from date of award.

## **ELIGIBLE ORGANIZATIONS**

Local governments are eligible for grants. This is defined as any county, city, village, town, district, Indian tribe or authorized tribal organization or other political subdivision. This includes any rural community or unincorporated town or village. Communities who have not received prior Citizen Corps Funding will be given first priority.

## **PROGRAM REQUIREMENTS**

Each local unit of government receiving funds should develop a plan for implementing the Citizen Corps mission – to have every American participate in homeland security through public education, training and volunteer service opportunities. Citizen Corps implementation plans are to be submitted with the grant proposal and are essential tools to guide new and existing Citizen Corps Councils in achieving their goals and objectives for the community. More specifically, the plan should include how local Citizen Corps Councils will: implement the Citizen Corps programs at the community level, which include CERT, Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, and the affiliate programs; conduct public education campaigns; provide training; cross-leverage Citizen Corps programs; tap existing resources at the community level, to include private sector funding; provide opportunities for special skills and interests; develop targeted outreach for special needs groups; organize special projects and community events; encourage cooperation and collaboration among community leaders; and capture smart practices and report accomplishments.

**Communities are also expected to register and update information regarding their Citizen Corps Councils and programs/activities on the Citizen Corps website and on other relevant programmatic websites. [www.citizencorps.gov](http://www.citizencorps.gov)**

Local governments are encouraged to consider all sources of funding, to include private sector funding, to leverage existing materials, and to pursue economies of scale and economies of scope in pursuing this mission. Michigan Citizen Corps will help and assist local governments form Citizen Corps Councils and to work with Citizen Corps Councils that have already formed even when the community does not receive a direct sub-grant.

## **ALLOWABLE PLANNING COSTS**

Costs associated with activities to develop and implement a regional, county or local Citizen Corps plan are allowable under this program. Applicable costs may include:

- 1) Collecting information on existing resources and volunteer activities within the community.
- 2) Meetings of the Citizen Corps Council and other community stakeholders.
- 3) Create a system to track activities and participants (in compliance with applicable privacy laws).

- 4) Website maintenance.
- 5) Travel expenses for staff and/or volunteers to attend meetings or training sessions.
- 6) Survey methodologies to assess citizen preparedness, training, and volunteerism.
- 7) Hiring of full or part-time staff or contractors/consultants to assist with any of the above activities.
- 8) Conducting local or regional program implementation meetings.

## **ALLOWABLE PUBLIC EDUCATION / OUTREACH COSTS**

To accomplish the mission to have all citizens participate in making America safer, Citizen Corps Councils may develop public education and outreach materials to educate and engage the public, to include materials tailored to special needs populations. Allowable expenditures include materials to support a public awareness campaign, media coverage, outreach activities, and public events, such as:

- 1) Public Safety Announcements
- 2) Printed advertising
- 3) Billboards
- 4) Promotional flyers
- 5) Booth displays
- 6) Conference backdrops
- 7) Podium signs
- 8) Recognition pieces for Citizen Corps partners
- 9) Recognition for special commendation in support of the mission
- 10) Informational buttons, pins, key chains, and magnets
- 11) Publications, posters, buck slips; and other materials that either encourage the public to participate, educate the public, or recognize and support our partners to build a strong, broad-based coalition of programs and organizations that make a commitment to further the Citizen Corps mission.

## **ALLOWABLE TRAINING / EXERCISE / EQUIPMENT COSTS**

Citizen Corps funds may be used for training, exercise, and equipment costs related to citizen education and participation in the Citizen Corps mission of safer communities. Training supported through the FY 2004 Citizen Corps Program may focus on the following areas: emergency preparedness, basic first aid, life saving skills, crime prevention, public health issues, mitigation, safety in the home, or other training that promotes community safety. Specific consideration should be given to training all ages, ethnic groups, and special needs populations.

Exercises specifically designed for citizens are allowable activities and may include testing public warning systems, evacuation/shelter in place capabilities or testing family/business preparedness. Examples of appropriate volunteer citizen support for emergency preparedness and response exercises include CERT participation, back filling non-professional tasks for first responders deployed on exercise, administrative

and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public.

Allowable costs include:

- 1) Instructor preparation and delivery time (to include overtime costs).
- 2) Hiring of full or part-time staff or contractors/consultants to assist with conducting the training and/or managing the administrative aspects of conducting the training.
- 3) Creation and maintenance of a student database.
- 4) Rental of training facilities.
- 5) Printing course materials to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage (although preference is for an electronic newsletter with email addresses as part of the database unless the individuals or areas to be served have limited access to electronic communications).
- 6) Course materials specific to the subject matter, such as bandages, gloves, fire extinguishers, mannequins.
- 7) Outfitting CERT members with a hard hat, safety vest, goggles, and gloves.
- 8) Personal protective equipment for volunteer responders.
- 9) Equipment related to specific training or volunteer assignments.
- 10) Costs associated with design, development, and conduct of exercises specifically for citizens or to support the citizen component of first responder exercises, to include preparing citizens for their role in the exercise.

## **ALLOWABLE VOLUNTEER PROGRAM COSTS**

One of the goals for Citizen Corps Councils is to provide volunteer service opportunities across all emergency prevention, preparedness and response disciplines, for community safety efforts, and for disaster relief. Citizen Corps funding may be used to establish or enhance volunteer program and volunteer recruitment efforts for Neighborhood Watch, CERT, VIPS, and MRC; for outreach, training activities; and to support the Citizen Corps Council.

To assist local communities with engaging volunteers, Citizen Corps funds may be used to pay for the costs of:

- 1) Recruiting
- 2) Screening/assessing
- 3) Training
- 4) Retaining/motivating
- 5) Recognizing and evaluating volunteers who support law enforcement, fire, emergency medical services, public works, emergency management, disaster relief organizations, community safety efforts, and citizen preparedness in the home, schools, the workplace, and throughout the community.

Funds may also be used to evaluate volunteer programs, to include:

- 1) Cost/benefit analysis.
- 2) How programs can share resources.
- 3) Hiring of full or part-time staff or contractors/consultants to assist with evaluations. To the extent possible, expenditures should be made to benefit multiple programs.

## **ALLOWABLE MANAGEMENT AND ADMINISTRATIVE COSTS**

No more than 3% of the total amount requested may be used for management and administrative purposes.

The following is a list of allowable M & A expenditures:

- Hiring of full-time or part-time staff or contractors/consultants to assist with the management of Citizen Corps grant.
- Hiring of full-time or part-time staff or contractors/consultants to assist with the implementation and administration of the local Homeland Security Strategy
- Travel expenses
- Meeting-related expenses (For a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) Financial Guide at <http://www.ojp.usdoj.gov/FinGuide>).
- Acquisition of authorized office equipment (*Note: Authorized office equipment includes personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the Citizen Corps Strategy.*)
- Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc.
- Leasing and/or renting of space for newly hired personnel to administer the Citizen Corps programs.

## **UNAUTHORIZED PROGRAM EXPENDITURES**

Unauthorized program expenditures include:

- 1) Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers (other than for allowable M & A activities, or otherwise associated preparedness or response functions) and related equipment, general-use vehicles, licensing fees, weapons, weapon systems and ammunition.
- 2) Activities unrelated to the completion and implementation of the Citizen Corps programs.
- 3) Other items not in accordance with the Authorized Equipment List or previously listed as allowable costs.
- 4) Construction or renovation of facilities.

## **GRANT APPLICATION REVIEW PROCESS**

A subcommittee of the Michigan Citizen Corps Council will conduct a review of 2004 Citizen Corps and Citizen Corps Programs grant applications. The grant subcommittee will make funding recommendations to the full Council and the full Council will make final recommendations to the Michigan Community Service Commission.

The Michigan Citizen Corps Council, a program of Michigan Community Service Commission, consists of the following organizations:

- County Sheriff's
- Neighborhood Associations of Michigan
- County Public Transportation and Aging Services
- Township Police Department
- Lutheran Social Services
- Michigan Voluntary Organizations Active in Disasters (VOAD)
- Michigan Firemen's Association
- Michigan State Police Emergency Management Division
- County Emergency Management
- Air National Guard
- Red Cross

## **AWARD CRITERIA**

The following criteria will be used to determine priorities for funding:

### **Factors for Consideration**

1. Applicants are required to establish a Citizen Corps Council. Each Council should have broad representation from jurisdiction leadership, including representatives from emergency management, law enforcement, fire service, EMS, the medical community, local voluntary organizations, and other stakeholders with an interest in the program.
2. Communities that have appointed volunteer coordinators and have demonstrated an ongoing partnership with local voluntary agencies.
3. Communities that have an approved emergency operations plan.
4. Communities that identify vulnerable populations or areas that are usually prone to disaster situations and who describe how one or more of the Citizen Corps programs they will implement will mitigate the effects of the disaster.
5. Communities that develop plans to incorporate volunteers into both emergency and non-emergency operations.



6. Communities that engage in volunteer-based organizations like Volunteer Centers, Red Cross, VOAD, AmeriCorps, Senior Corps and Learn & Serve.
7. Communities with a plan on how they will network with other Citizen Corps Councils and program activities statewide.
8. Communities with a plan for sustaining Citizen Corps activities beyond the grant funds.
9. All other factors being equal, the number (and location) of people that will be served in the jurisdiction by the program may be considered.
10. Jurisdictions with large populations, and those who may be underserved or under-represented because of their location may be considered for funding ahead of other communities that do not meet either criterion.

Once an application is approved, a grant agreement between the jurisdiction and the Michigan Community Service Commission will be executed and grant funds will be available on a reimbursement basis. No purchases can be made until the applicant has received a fully executed grant agreement.

## **REPORTING REQUIREMENTS**

A standardized reporting form will be distributed to grantees with the grant award. This report is required 60-days after the grant award and also every six months of the two year performance period to the Michigan Citizen Corps. A narrative report and original receipt(s) for the equipment purchased and/or training and services provided will also be required. The narrative report must state how the applicant met their Citizen Corps Program goals specified on the original grant application worksheet(s). A Citizen Corps annual narrative report must be submitted to the Michigan Community Service Commission no later than 30 days from the end of the grant performance period. This report must be submitted before final reimbursement will be made. Michigan Community Service Commission will disburse funds after the applicant submits a receipt for the service provided or for equipment purchased. All receipts for reimbursement and the final report must be submitted within the two years of the grant agreement.

## **CITIZEN CORPS COUNCIL ANNUAL REPORT**

All Citizen Corps Councils are required to submit an annual report regardless if funded or not. Council reports are to include the following information:

- References to your Council activities (and specifically any collaborative relationships among the Council members)
- How you have worked to implement CERT, Medical Reserve Corps, Neighborhood Watch, and Volunteers in Police Service in your community (including any statistics such as numbers of citizens trained in CERT and numbers of volunteers in VIPS programs, etc).

- What funding you received and how you distributed it. Please include any funding provided directly to you from sources other than grant funding provided from the Michigan Community Service Commission.
- What activities you have conducted with any of the Citizen Corps affiliate programs or with the Corporation for National and Community Service programs.
- Efforts directed at public education and awareness and activities that promote disaster preparedness.
- Involvement of any elected officials, the business community, schools, and other civic groups.
- Special projects relating to minority groups or special populations.
- Any examples of Citizen Corps participation in exercises, planning, emergency alert warning systems, mitigation, and real-time disaster response.
- Any other activities or incidents you would like to showcase.

## **MAILING/CONTACT INFORMATION**

Gary Zulinski  
Program Coordinator  
Michigan Citizen Corps  
1048 Pierpont, Suite 4  
Lansing, MI 48913  
(517) 241-3867  
(517) 241-3869 fax  
[zulinskig@michigan.gov](mailto:zulinskig@michigan.gov)



**OFFICE OF DOMESTIC PREPAREDNESS  
2004 GRANT APPLICATION  
Citizen Corps and Affiliate Programs**

Organization/Agency Name\*

\_\_\_\_\_

Organization Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

\* Organization/agency must be eligible to receive federal grant monies.

Who is the contact person for this grant?

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

Mailing Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Who is the local emergency management director?

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

Mailing Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Is she/he aware of this application? YES NO (Please circle one)  
(Please provide some proof of notification.)

Legal Authorization: \_\_\_\_\_ Title: \_\_\_\_\_

## EMERGENCY OPERATIONS PLANS

Does your community have an approved Emergency Operations Plan?  
(Please circle the correct response)

YES / NO

If yes, when was the plan last reviewed and approved? Who approved the plan?

## CITIZEN CORPS PROGRAMS

Please indicate which of the four Citizen Corps programs you are planning to implement, or already have in place. NOTE: *Funding from this grant program will be for establishing and maintaining Citizen Corps Council and the Citizen Corps affiliate programs, Community Emergency Response Training, Medical Reserve Corps, Volunteers in Police Service, and Neighborhood Watch. (Establishment of a Citizen Corps Council is a requirement of the grant.)*

PROGRAMS	PLAN TO IMPLEMENT PROGRAM	ALREADY HAVE THIS PROGRAM	HAVE A SIMILAR PROGRAM	DO NOT PLAN TO IMPLEMENT PROGRAM
Citizen Corps Council (To oversee all four Citizen Corps programs)				
Community Emergency Response Teams (CERT)				
Medical Reserve Corps (MRC)				
Volunteers in Police Service (VIPS)				
Neighborhood Watch				

## BUDGET

(For documentation purposes, please list all costs\*)

Expense Category	Cost
Program: (Specify which Citizen Corps programs you are intending to initiate or continue)	
Planning Costs	
Public Education / Outreach Costs	
Training / Exercise / Equipment Costs	
Volunteer Program Costs	
Management and Administrative Costs	
PROGRAM SUB-TOTAL	
LESS FUNDS RECEIVED/EXPECTED FROM OTHER SOURCES	
<b>TOTAL AMOUNT REQUESTED</b>	



## NARRATIVE INSTRUCTIONS

Your Michigan Citizen Corps and charter program application must follow these instructions. The application must not exceed the page limitation specified for each section. You must number the pages of the narrative section. The narrative portion of the application must be typed and double-spaced in not less than 12-point font size with one-inch margins. One side counts as one page. The title page, one page description of proposed program, and budget form are not included in the narrative page limitation. **The unbound original, plus five copies of your Citizen Corps and affiliate programs grant application must be received no later than 5:00 p.m. on Thursday March 25, 2004. No facsimiles, email or appendices will be accepted**

1. **TITLE PAGE** is the application form, program choices, and budget form preceding this instruction page and must be attached to the front of the submitted narrative and copies attached to the five additional copies.
2. **Description of your plans for forming a Citizen Corps Council. (Four page maximum)** Include a time line for formatting the Council, the representation of the Council, and your plan of activities for the grant period and beyond. *If you already have an approved Council please describe the representation of the Council, your past accomplishments and future plans for the Council.*
3. **Description of your plans for forming CERT in your community. (Four page maximum)** Include a time line for forming CERT, the number of teams you plan to establish during the performance period, the number of volunteers from your jurisdiction who will receive training, and your plans for continuing CERT activities beyond the grant period.
4. **Description of Major Objectives of local CERT. (Two page maximum)** Describe how your CERT will be used. Include objectives related to emergency preparedness and education as well as response during times of emergency/disaster. **Describe your plans for keeping CERT members engaged in your emergency management program during non-emergency times and how you would collaborate with other CERT and Citizen Corps programs.**
5. **Description of your plans for implementing or sustaining Volunteers in Police Service in your community. (Four page maximum)** Include a time line for forming a Volunteer In Police Service, the number of volunteers you plan to add during the performance period, the number of volunteers from your jurisdiction who will receive training, and your plans for continuing Volunteers in Police Service activities beyond the grant period.

- 6. Description of your plans for implementing or sustaining a Neighborhood Watch program in your community. (Four page maximum)** Include a time line for forming a Neighborhood Watch, the number of teams you plan to establish during the performance period, the number of volunteers from your jurisdiction who will receive training, and your plans for continuing Neighborhood Watch activities beyond the grant period.
- 7. Description of your plans for implementing or sustaining a Medical Reserve Corps program in your community. (Four page maximum)** Include a time line for forming a Medical Reserve Corps, the number of medical professionals you plan to establish during the performance period, the number of volunteers from your jurisdiction who will receive training, and your plans for continuing Medical reserve Corps activities beyond the grant period.
- 8. Description of Partnerships with the Volunteer Community: (Two page maximum)** Describe what roles volunteers and voluntary agencies currently play in your emergency preparedness and response program. Do you have a Volunteer Coordinator in your jurisdiction? Also indicate your plans for increasing opportunities for volunteers and voluntary agencies through the Citizen Corps and its charter affiliate programs, and Volunteer Centers, AmeriCorps, Senior Corps and Learn & Serve Programs.
- 9. Description of diversity and vulnerable populations/areas prone to disaster or emergency: (Two page maximum)** From your jurisdiction's hazard analysis, please identify any vulnerable populations (senior citizens, low income, disabled, single parent, those for which English is a second language, etc.), and areas within the jurisdiction that are especially vulnerable to emergencies/disasters (floodplains, near nuclear power plants, major transportation routes, airports, etc.). Estimate how many vulnerable people or people in disaster/emergency prone areas may benefit from your proposed CERT program.
- 10. Budget Narrative.** Please complete and attach a detailed budget narrative that is organized in the same order as the budget form and clearly identifies the requested amount and list any funds received from other sources.

## **MAILING/CONTACT INFORMATION**

Gary Zulinski  
Program Coordinator  
Michigan Citizen Corps  
1048 Pierpont, Suite 4  
Lansing, MI 48913  
(517) 241-3867  
(517) 241-3869 fax  
[zulinskig@michigan.gov](mailto:zulinskig@michigan.gov)